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PDHRA Application/PIMR

Why would a Service member be unable to access the DD Form 2900 online?

FAQs

There are a number of reasons a Service member would be unable to access the DD Form 2900:

1. *The member is using the incorrect web address*

Correction: Ensure the member is accessing

<https://www.afchips.brooks.af.mil/pdhra>

3. *The member is accessing the Internet from a non-.mil domain*

Correction: Complete the DD Form 2900 using these instructions

4. *The member does not have TLS 1.0 enabled in his/her web browser*

Correction: Enable TLS 1.0 using the following instructions:

- a. *Open Internet Explorer*
- b. *Select Tools*
- c. *Select Internet Options*
- d. *Select Advanced Tab*
- e. *Scroll toward the bottom of the window*
- f. *Check the box next to TLS 1.0*
- g. *Click OK, and then log on the PDHRA site at <https://www.afchips.brooks.af.mil/pdhra>*

If none of these solutions resolve the issue, a screenshot of the error message that appears when trying to access the form should be e-mailed to the PDHRA Utilization Manager. She will forward the issue to the ASIMS help desk for act



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What is the username and password for accessing the DD Form 2900 from a non.mil domain? How is the DD Form 2900 completed without .mil access to the Internet?

FAQs

For security reasons, the username and password function is currently restricted. One of the following two options must be used for Service members without .mil Internet access to complete the PDHRA:

1. *The UDM works with the MTF to contact the member and asks the member to complete the form over the phone. The MTF conducts a phone interview using the DD Form 2900 and transcribes the Airman's responses during the interview.*

This option offers a distinct advantage. If the member gives any positive responses, the provider portion of the DD Form 2900 can be completed immediately over the phone.

2. *The UDM instructs the Airman to download and to complete a hard copy "SAMPLE" DD Form 2900 and asks him or her to fax or to mail it to the MTF. (A PDF "SAMPLE" DD Form 2900 is available at <http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2900.pdf>.) The MTF then transcribes the PDHRA and takes any action necessitated by a positive response.*

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Can PDHRAs completed by mistake be removed from the PDHRA database?

FAQs

Yes. The name, rank, and assigned installation of the member who completed the invalid form should be e-mailed to the PDHRA Utilization Manager. She will contact the PIMR Administrator and will request removal of the invalid DD Form 2900.

If the PDHRA is incomplete, it will be removed from the system automatically after 7 days.

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Can incorrect deployment dates on the PDHRA be corrected?

FAQs

Yes.

When members complete the PDHRA, they can choose the dates that were captured on their DD Forms 2796, or they can manually enter their deployment dates. Generally, date errors occur when members manually enter their deployment dates.

If a member truly is within the 90-180 day post-deployment window, he or she can manually alter the dates in the form. If he or she is not within the 90-180 day window, the member's name, rank, and assigned installation should be e-mailed to the PDHRA Utilization Manager. She will contact the PIMR Administrator, who can correct the dates.

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How do UDMs obtain/troubleshoot access to their units' PDHRA due lists?

FAQs

To obtain access to unit due lists, UDMs should contact their installation PIMR Administrator, who can grant access to the PDHRA application. Once UDMs have access, they should go to the UDMs-only site at https://www.afchips.brooks.af.mil/pdhra/pdhra_udm.aspx, where they can view current due and overdue lists.

UDMs having trouble accessing their units' due lists should first ensure they are using the correct web address, which is https://www.afchips.brooks.af.mil/pdhra/pdhra_udm.aspx. If the correct address is used but access is still denied, the issue may be in PIMR. The UDM should contact the base PIMR Administrator and ask him or her to verify that the UDM's e-mail address is correct in PIMR.

If the UDM continues to have difficulty accessing the due list, a screen shot of the error message that appears when trying to access the site should be sent to the PDHRA Utilization Manager, who can provide further assistance.

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Can members who have PCS'ed, retired, or separated be removed from the PDHRA due list?

FAQs

Each installation's PDHRA due list is driven by that base's personnel database, i.e. as long as the member is on the base personnel roster, he or she will remain on the PDHRA due list for that base.

Members who have PCS'ed, retired, or separated should be removed from the due list within 4-6 weeks of leaving. If he or she remains on the list after 6 weeks, the local MPF can be contacted and informed that the individual has moved. The MPF should enter code DS-10 into their system, and then the individual's name should drop off the due list.



The DS-10 description is ASGN TRANS-DPT PCS OR TEM LV INCL RES TRANS NEW UNIT.

Note: Service members on terminal leave will remain on the unit due list until they have exhausted all leave. All Service members who separate or retire can be seen by the VA for follow-up care regarding PDHRA health concerns.

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FAQs

Service members who complete a DD Form 2900 prior to returning from deployment are being listed as due for provider assessment before they return from deployment. Can their names be removed from that due list?

It is possible for a deployed Service member to be overdue for provider assessment, based on a PDHRA completed for a previous deployment. In these cases, there are two options:

- 1. The member remains on the due list until he or she returns from deployment and is interviewed by a provider regarding positive PDHRA responses*
- 2. The member is interviewed by a provider in theater, and that provider closes our pages 4 & 5 of the member's DD Form 2900*

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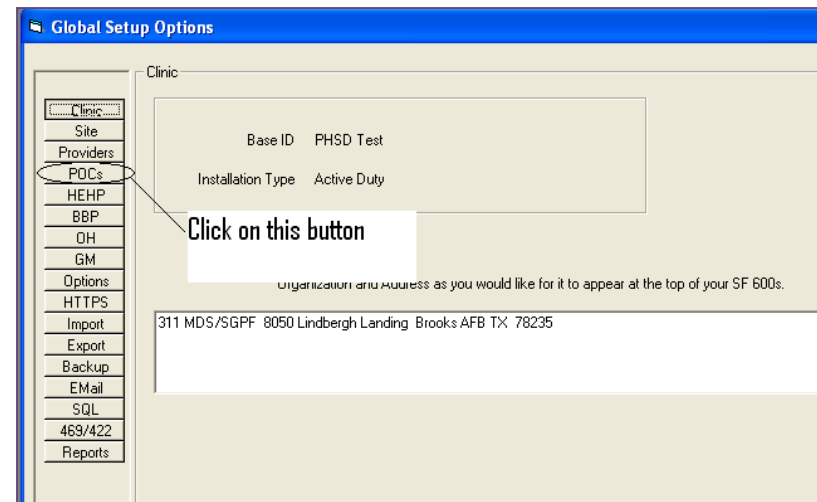
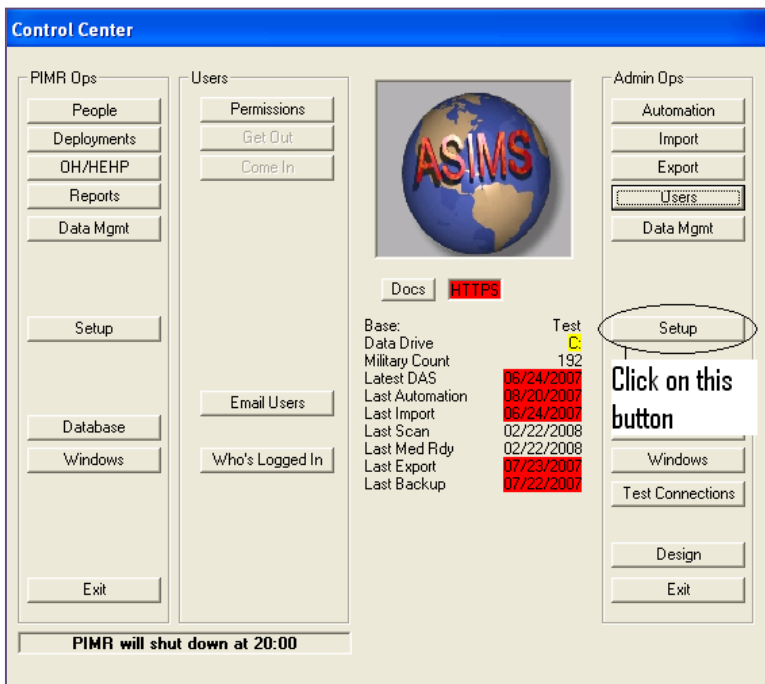
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How are UDMs added, updated, and deleted in PIMR?

FAQs

1. Open the PIMR Control Center and then click Setup and click POCs Admin Ops



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3. Click Unit POCs

Global Setup Options

Point Of Contacts

Application Systems SQL Server BIO Env. Eng OH

Primary

Name SSgt. Joe Schmoe

E-Mail Address jo@brooks.af.mil

DSN Number 240-4444

Comm Number 012-3456

Secondary

Name SSgt. Joe Schmoel

E-Mail Address jo1@brooks.af.mil

DSN Number 240-4445

Comm Number 001-2456

Unit POCs

Information must be entered for each primary contact. SQL contact information is optional.

Click here to update UDMs, Sq CC, GMIS, Health Monitors and Others

Exit

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4. Click the POC's unit to highlight it and then select Edit to open the Unit POC Information screen

Unit Points of Contact

Unit	Commander	Health Monitor	UDM
311 COMMUNICATIONS SQ	joe.schmoe@brooks.af.mil	joe.schmoe@brooks.af.mil	joe.schmoe@bro
311 HUMAN SYSTEMS WG	joe.schmoe@brooks.af.mil	joe.schmoe@brooks.af.mil	joe.schmoe@bro
311 MEDICAL SQ	joe.schmoe@brooks.af.mil	joe.schmoe@brooks.af.mil	joe.schmoe@bro
311 MISSION SUPPORT GP	joe.schmoe@brooks.af.mil	joe.schmoe@brooks.af.mil	joe.schmoe@bro
311 SECURITY FORCES SQ	joe.schmoe@brooks.af.mil	joe.schmoe@brooks.af.mil	joe.schmoe@bro
344 TRAINING SQ	joe.schmoe@brooks.af.mil	joe.schmoe@brooks.af.mil	joe.schmoe@bro
68 INFO OPNS SQ	joe.schmoe@brooks.af.mil	joe.schmoe@brooks.af.mil	
AF MEDICAL OPS AG			
AF MEDICAL SPT AG			
AF RESEARCH LAB			
AF WIDE SPT			
AFELM MED DOD			
AFELM MED SYSTEMS			
AFIOH			joe.schmoe@bro
CTR FOR ENVIRON EXC			
USAF AEROSP MED			

1. Highlight the unit you are working with

2. Then click on this button

Report Edit Names Email Exit

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5. Delete the previous UDM name and/or add the new UDM name. To delete an e-mail address, click the address to highlight it, select **Delete** and skip to step 8. To add an e-mail address, click **Add** and go to step 7.

FAQs

UNIT POC INFORMATION: 311 COMMUNICATIONS SQ

	Name	Phone
Commander	<input type="text" value="joe.schmoe@brooks.af.mil"/>	<input type="text"/>
Health Monitor	<input type="text" value="joe.schmoe@brooks.af.mil"/>	<input type="text"/>
Unit Deployment Monitor	<input type="text" value="joe.schmoe@brooks.af.mil"/>	<input type="text" value="4-3641"/>
GMIS	<input type="text" value="joe.schmoe@brooks.af.mil"/>	<input type="text"/>
Other POC	<input type="text" value="joe.schmoe@brooks.af.mil"/>	<input type="text"/>

Note: **Change the individual's name here**

Once done click here

Note: This information is used to log HIPAA disclosure rosters for PIMR and AFCITA.

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Unit EMAIL Addresses:

EMAIL Type	EMAIL
Commander	joe.schmoe@brooks.af.mil
UDM	joe.schmoe@brooks.af.mil

To delete the individual just highlight their name and then click the delete button below

Once completed click here

Just click here to remove the individual

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7. Clicking Add will prompt the screen below to appear. Choose the updated information from the drop-down menu, and then enter the e-mail address displayed in the table below. Click in the EMAIL field. Click Add.
8. Verify that updated information is displayed in the table below. Click Close.

Unit EMAIL Addresses:

311 COMMUNICATIONS SQ POC EMAIL

Enter the SMTP EMAIL address (i.e. First.Last@mybase.af.mil). Only enter one EMAIL address.

EMAIL Type:

Select EMAIL:

EMAIL:

Commander
GMIS
Health Monitor
Other
UDM

Select the position and highlight it

Cancel Add

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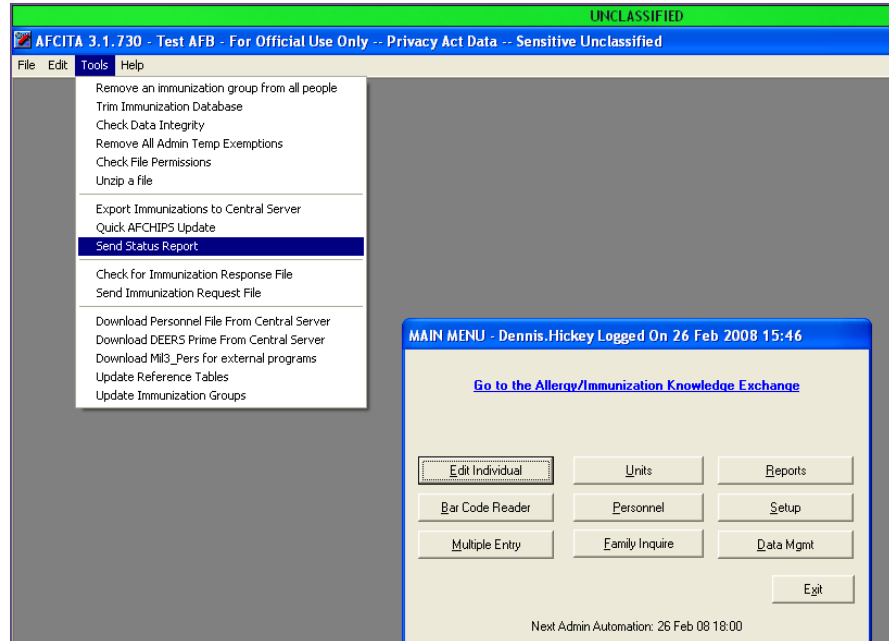
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9. Return to the PIMR Control Center. Exit PIMR and then open AFCITA. Choose Tools and then click **Send Status Report**. Exit AFCITA. After approximately 1 hour, the system will be updated.

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How are PDHRA Monitors added and deleted in PIMR?

FAQs

1. Open the PIMR Control Center. Click Users under Admin Ops and then select Permissions under Users.
2. Click the name of the individual whose permissions need to be changed. Select Edit.

Control Center

PIMR Ops

- People
- Deployments
- OH/HEHP
- Reports
- Data Mgmt

Users

- Permissions
- Get Out
- Come In

Admin Ops

- Automation
- Import
- Export
- Users**
- Data Mgmt

ASIMS

Docs **HTTPS**

Base: Data Drive
Military Count
Latest DAS
Last Automation
Last Import
Last Scan
Last Med Rdy
Last Export
Last Backup

Test 192

06/24/2007
08/20/2007
06/24/2007
02/22/2008
02/22/2008
07/23/2007
07/22/2007

Setup

Database

Windows

Exit

Setup

Database

Windows

Test Connections

Design

Exit

PIMR will shut down at 20:00

Users/Permissions

Login	Name	Social	Last Login	Expires	Fail Count	Status
dennis.hickey	HICKEY, DENNIS	123-45-6789	02/22/2008 13:49	07/24/2007	0	
joe.schmoe	SCHMOE, JOE	987-65-4321		02/21/2008	0	

Select the name

New Edit Delete Refresh Clear Pwd Change Login Lock

User Log Report Exit

Click on the Edit button

Changes will be effective on the next login for the user.

☐ If checked, PIMR will list all domain names when adding new users.

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3. Click the Permissions tab

ASIMS User: joe.schmoe

User | Permissions | **Click on this tab**

Contact Information

SSAN: 987654321

Rank: CIV Last Name: SCHMOE First Name: JOE Middle Initial: Suffix:

Commercial Phone: (210)536-0001 DSN: 999-0001

EMAIL: joe.schmoe@brooks.mil

☐ Allow NT Logon

Clinic: Default Immunization Clinic

Note:

Group Membership

AFCITA Admin
AFCITA Normal
AFCITA Read Only
AFCITA Supervisor
ASIMS Admin
Off-Label Notification

Add >> << Remove

Close

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4. Choose PDHRA in the treeview

ASIMS User: joe.schmoe

User | Permissions |

Only edit the permissions for an individual user if you want to give the user special access that is not covered by security group. It is better to develop custom security groups and assign those groups to individual users.

AFCITA
+ Immunizations
+ Personnel Data
+ Reports
+ Data Mgmt
+ Setup
+ PIMR
+ PDHRA

You cannot assign a permission value less than the maximum value of the group(s) assigned to the person.

Close

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5. If adding a monitor, click the radio button next to Read and Edit, and then click Close. If deleting a monitor, click the radio button next to No Access. Exit PIMR for the updates to take effect.

FAQs

ASIMS User: joe.schmoe

User Permissions

Only edit the permissions for an individual user if you want to give the user special access that is not covered by security group. It is better to develop custom security groups and assign those groups to individual users.

[-] AFCITA
[-] PIMR
[-] PDHRA

This is where you select the permissions you want the individual to have

☐ No Access
☐ Read Only
☐ Read and Edit
☒ PDHRA Admin

You cannot assign a permission value less than the maximum value of the group(s) assigned to the person.

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3. Click the Permissions tab

ASIMS User: joe.schmoe

User | Permissions | **Click on this tab**

Contact Information

SSAN: 987654321

Rank: CIV Last Name: SCHMOE First Name: JOE Middle Initial: Suffix:

Commercial Phone: (210)536-0001 DSN: 999-0001

EMAIL: joe.schmoe@brooks.mil

☐ Allow NT Logon

Clinic: Default Immunization Clinic

Note:

Group Membership

AFCITA Admin
AFCITA Normal
AFCITA Read Only
AFCITA Supervisor
ASIMS Admin
Off-Label Notification

Add >> << Remove

Close

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4. Choose PDHRA in the treeview

ASIMS User: joe.schmoe

User | Permissions |

Only edit the permissions for an individual user if you want to give the user special access that is not covered by security group. It is better to develop custom security groups and assign those groups to individual users.

AFCITA
+ Immunizations
+ Personnel Data
+ Reports
+ Data Mgmt
+ Setup
+ PIMR
+ PDHRA

You cannot assign a permission value less than the maximum value of the group(s) assigned to the person.

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5. Select the radio button next to the desired permissions and then click Close. Exit PIMR for the updated permissions to take effect.

FAQs

ASIMS User: joe.schmoe

User Permissions

Only edit the permissions for an individual user if you want to give the user special access that is not covered by security group. It is better to develop custom security groups and assign those groups to individual users.

☐ AFCITA
☐ PIMR
☒ PDHRA

This is where you select the permissions you want the individual to have

☐ No Access
☐ Read Only
☐ Read and Edit
☒ PDHRA Admin

You cannot assign a permission value less than the maximum value of the group(s) assigned to the person.

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PDHRA Application/PIMR

FAQs

How is an MTF computer set up for PRP members to complete the DD Form 2900?

There are two ways to set up an MTF computer for PRP members needing to complete the PDHRA:

- 1. The local systems technicians work with their base network control center to assign a static IP address to the computer and ensure that the IP address is visible to the PDHRA web server. The IP address is forwarded to a PDHRA Utilization Manager, who requests the address be added to the list of approved PRP computers.*

The medical technician goes to

https://www.afchips.brooks.af.mil/pdhra/pdhra_prp_medical.aspx and logs in with their PIMR user ID (their normal windows name) and SSN. This action will set a cookie on the computer to allow them to enter the PRP data.

- ▶ *2. The other option for PRP members is for them to complete a sample hard copy 2900, which is then transcribed into PIMR by a medical technician.*

Note: PRP members endorsing health concerns on the PDHRA must be interviewed by a provider before leaving the MTF.



PDHRA Application/PIMR

FAQs

How are DD Forms 2900 transcribed in PIMR?

1. Go to the PDHRA menu in PIMR and click the PDHRA Web button
2. Click on Search by SSAN
3. Enter Service member's SSAN
4. Click Find
5. Click Transcribe Hard Copy
6. Click Use These Deployment Dates, if they are correct. If the dates are incorrect, enter the correct deployment dates on the Service member's 2900.
7. Enter the Service member's demographics
8. Click Next
9. Enter Service member's current unit assignment, current contact information, and point of contact
10. Click Next
11. Enter all data according to the Service member's hard copy until completed



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**PDHRA Utilization Managers by
MAJCOM**

FAQs

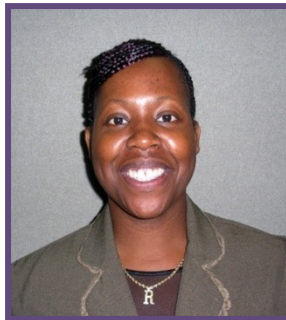


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